



Enrichment Technician Job Description

Organizational Overview

The Citizen Science Lab (TCSL) is a non-profit hands-on laboratory where inquisitive minds and science enthusiasts can explore the life sciences. We are open to everyone to observe and analyze through discovery-based STEM enrichment. TCSL serves the Pittsburgh region with extracurricular enrichment support via homeschool and weekend workshops, after school programs, summer camps, lab memberships, birthday parties, special initiatives to advance the interest of the underserved communities in STEM.

Position Overview:

The Enrichment Technician position covers a wide range of duties, mainly focusing on facilitation and support of various STEM lessons. These programs include as-requested programs such as school workshops and birthday parties, and recurring programs such as grant-funded initiatives and school partnerships. The Citizen Science Lab focuses on experiential learning and inquiry based education, with the goal of students taking charge of their learning, and being the ones “doing”, not just observing.

This position will require either knowledge of, or the ability to learn, technological equipment such as 3D printers, aerial drones, microscopes, hot water baths, and other common laboratory equipment. You will be trained on equipment as necessary. Please note that lack of background in specific equipment does not exclude you from consideration.

This position will require some evening work (usually ending by 7:30-8pm) and travel in the greater Pittsburgh area. The hours for this position are variable depending on program needs, and we are happy to work with other employment or school schedules.

Type: Part Time

Pay: \$15.00 an hour

FLSA: Non-Exempt

Essential Functions:

- Facilitate science and STEM themed education programming in school and out-of-school-time settings;
- Practicing hands-on experiential learning techniques both onsite (in a Laboratory environment) and offsite (in a school, homeschool, or similar environment)
- Travel to schools, homeschools, and nonprofits in the greater Pittsburgh area (in TCSL vehicle or personal vehicle with mileage reimbursement)
- Facilitate outreach events at schools, universities, clubs, and civic groups; conducting informational presentations/experiments on behalf of the organization.
- Responsible for the preparation of experiments, including set up of equipment, laboratory specimens, media, solutions and supplies needed to conduct experiments.
- Packing and shipping program materials for offsite and cyber programs.
- Organization and sanitization of learning spaces and equipment.
- Maintains glassware by picking-up, cleaning, washing, sterilizing, and distributing.
- Assist in facilitating grant based initiatives
- Keep inventory of program supplies;
- Attend all required TCSL trainings and lab meetings;
- Contributes to team effort by accomplishing related results as needed;
- Perform other duties as assigned
- Position will require some weekend and evening work.



Required Knowledge, Skills, and Abilities:

- Ability to foster positive youth-adult relationships
- Reliable when working independently and collaboratively
- Experience serving diverse groups of students, teachers, and community stakeholders
- Ability to obtain current PA Act 33/34 Clearances and FBI Fingerprint Background Check
- Adaptable to flexible work hours and environment with evolving program priorities
- Valid PA driver's license required
- Ability to operate TCSL vehicle (15 passenger van) or personal vehicle for programmatic use;
- Outgoing personality
- Ability to problem solve
- Work independently and in groups
- Takes initiative
- Flexibility
- Creativity

Education and Experience:

- Currently enrolled or completed study in an institute of higher learning in one or more of the following fields
 - Biology
 - Chemistry
 - Biochemistry
 - Robotics
 - Engineering (such as Electrical, Mechanical)
 - Biotechnology
 - Fabrication (such as 3D printing, CAD design)
 - Technology (such as drones)
 - Physics
 - Environmental Sustainability
- Relevant experience in youth enrichment and/or STEM education including informal settings such as after school programs or summer camps is a plus.

Certification / Licenses:

- Valid Driver's License
- Lifeguarding certification is a plus but not required (for those involved with our SeaPerch program, which involves aquatic unmanned rovers). The Citizen Science Lab may be able to pay for certification or recertification while employed.
- CPR / First Aid certification is a plus but not required.

Position Reports to:

Site Manager



Physical / Mental Characteristics

- Ability to lift 5-40 lbs, stand, carry, climb, sit for long periods using accepted ergonomic principles, work in confined space etc.
- Ability to perform fine motor skills
- Ability to use a computer for entering or retrieving data
- Excellent hand-eye coordination

NOTE: The above description is not intended to be all-inclusive. Employees may perform other related duties to meet the ongoing needs of the organization.

The Citizen Science Lab provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The CSL expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.